

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **ANNUAL MEETING MINUTES**

Housing Authority Office

November 21, 2013

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 8:34 a.m. by the Chairperson.

### **MINUTES**

A motion was made by Mr. Eddy and seconded by Ms. Ward to accept the minutes of the October 16, 2013 Annual Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

None

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Mr. Eddy and seconded by Ms. Ward to approve the October bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the September Financial Reports. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the September Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

Mr. Eddy reported that the meetings have been changed to the fourth Wednesday of each month and that there will not be a meeting in December.

#### **General Reports**

Mr. Eddy reported that according to the Mansfield Minute, the current off campus customers of UConn will become customers of Connecticut Water Company at the current University water rates. He stated that a Water System Advisory Group was going to be created and suggested someone representing the Housing Authority might be a part of it.

### **COMMITTEE REPORTS**

### **Quality of Life Committee**

Ms. Ward and Ms. Fields updated the Board on the work performed by Milrick Lawn Service, LLC, New View, and Duffy Works. The landscaping has been completed, five trees were removed and stumps have been ground up, stump debris removed and replaced with top soil and seeded. The approved project cost was \$16,000. The total cost of the project was \$16,101.

Ms. Fields along with all Board members formally extended their thanks to Ms. Ward for the management of the landscaping project and the endless watering she did every day until the plants were established.

### **UNFINISHED BUSINESS**

#### **Holinko Estate Solar Panels/Exterior Lighting Upgrades**

Ms. Fields received a lighting recommendation for Sunlight Solar. To replace the exterior light heads and the lights on the buildings with LEDs, the cost would be \$15,605 before any possible rebates. Reducing our electrical usage first with new lighting will reduce the number of solar panels needed which will eliminate the need to remove trees at the property.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the proposal submitted by Sunlight Solar for the installation of new lighting in the amount of \$15,605. Motion approved unanimously.

#### **Committee Charters**

After review of the Budget Committee Charter, Policy Committee Charter, and the Quality of Life Committee Charter a vote was taken on each.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Budget Committee Charter. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the Policy Committee Charter. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the Quality of Life Committee Charter.

#### **Real Estate**

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 9:58 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:18 a.m.

### **NEW BUSINESS**

#### **RAP - Inadequate Funding**

Effective January 1, 2014 through June 30, 2014 there will be insufficient RAP funding for all current participants. There will be a shortfall totaling \$120 for two existing participants. If new participants could be added, two new participants would be added in January at the cost of \$132. Hopefully, there will be additional funds for the 2014-2015 fiscal year to cover all individuals.

#### **New Fax Number**

Ms. Fields stated that the fax machine stopped working and rather than buying a new machine the Housing Authority has changed to faxing through email with Fax87.com. The cost will be \$59.88 annually which is significantly less expensive than purchasing a new fax machine, ink, and paper and further move the office in the direction of paperless. This also reduces the waste of paper and ink from unsolicited advertisements.

#### **Meeting with Matt Hart**

- **Section 8 Financing**

Ms. Fields met with Mr. Hart, Maria Capriola and Patricia Schneider, the new Human Services Director. Ms. Fields discussed the financial situation, created by the lack of HUD administrative fee reimbursement, impacting the Housing Authority's ability to administer the Section 8 Voucher Program. Mr. Hart agreed to set up a meeting with his counterparts in the four partner towns after the November elections where Ms. Fields could explain the Section 8 program benefits, its current financial situation and discuss solutions.

- **Holinko Expansion**

Regarding additional water for a Holinko Estates expansion, Mr. Hart stated that the any expansion may have to wait until the Connecticut Water pipeline is construction. If a construction schedule and estimated water demand was established, the Town could review it with Connecticut Water and UCONN to determine its feasibility.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to hire an engineer to develop a plan that could be presented to Planning and Zoning to expand Holinko Estates at a cost not to exceed \$7,500 which cost will be charged to the Operating Reserves. Motion approved unanimously.

#### **Blueprint for Housing Website**

Ms. Fields attended the Website launch on November 15, 2013 at Eastern University. Representatives from local organizations involved in all aspects of affordable housing and homelessness in this area including Liberty Bank and Willimantic Savings Institute as well as Michael Santoro from the Department of Housing and State Representative Susan Johnson.

The website provides comprehensive data profiles for each town and maintains information and records for the group Windham Region Ten Year Plan to End Homelessness. Ms. Fields suggested Board members may want to access it at [www.BlueprintforHousing.com](http://www.BlueprintforHousing.com).

#### **Section 8 Administrative Plan Updates**

Ms. Fields requested that the Board approve the updates to the Administrative Plan as submitted by Nan McKay dated April 1, 2013. They include minor changes, revised text for clarity, new HUD requirements and minor formatting changes.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to accept the changes made in the April 1 2013 updated Nan McKay Administrative Plan and the changes made to Chapter 4 by the Housing Authority.

#### **MEEETING DATE REVIEW**

None

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 11:10 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson